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EDI (Electronic Data Interchange) Motor Fuels User Guide

Electronic Reporting Section | 2015

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I. Introduction

This user guide is intended to help familiarize and provide you with specific instructions for the Motor Fuels version 5.1 Electronic Data Interchange (EDI) free software provided to by the Comptroller. Advanced topics regarding the software may be accessed by clicking on the help button in the EDI software.

❖ *What you need before you begin:*

- Free Motor Fuels Version 5.1 Software. This is the only version accepted due to legislative changes to the software.
- WebFile Number
- Taxpayer Number
- Return Information
- Bank Information

❖ *About this User Guide*

- **Buttons** are formatted in **bold** and **purple**.
- *Screen names*, *Field Names* or *Chapter Names* are in *italics*.
- Important Warnings and Cautions are formatted in red.

II. How to Download and Install Motor Fuels Software

This chapter provides instructions for downloading and installing the Motor Fuels ETF Data Entry System for submitting EDI returns. Caution! If reinstalling the software, save the original database named MotorFuels5.db to the desktop before continuing.

1. Select the following link: Motor Fuels Version 5.1 or go to www.comptroller.texas.gov/taxinfo/etf/etfs_motor.html .
2. On the *EDI for Motor Fuels Tax* webpage, select the **free software** link which is highlighted in blue.
3. Save the file to your desktop.
4. Go to your desktop or download folder and double click on the **mtrffullv5.exe** button**.**
5. Select **Next** on *the Motor Fuel ETF Data Entry System Setup* screen.
6. Select **Next** on *Destination Directory* screen.
7. Select **Finish.**
8. Delete the *mtrffullv5.exe* file.
9. Double click on the *Motor Fuels ETF* shortcut on your desktop.
10. If you have a previous version of the Motor Fuels tax data entry system you will be prompted to import the data from your prior version of the software.
    a. Select the Yes button when asked if you want to copy information from your old database.
    b. Select the OK button on the pop up when the data has been piped.
11. Continue to chapter *III How to Add Taxpayer Information, License Type, and Banking Information.*

III. How to Add Taxpayer Information, License Type, and Banking Information

This chapter provides instructions on adding the basic information regarding your Motor Fuels taxpayer account including taxpayer information, banking information, and license types.

1. Select the **Taxpayer** button.
2. Select the **New** button **Note**: You will be prompted to enter your first Taxpayer Profile.
3. Enter *Taxpayer Number, Name, Address, City, State* and *Zip Code.*
4. Enter contact information including *First Name, Last Name, Phone Number***,** and *Email Address*.
5. Once you have entered all the data in the appropriate fields, select **Save.**
6. Enter *Route/Transit Number*, *Account Type (Checking or Savings)*, and *Bank Account Number*. **Note**: EFT payment information is optional. You must enter the banking information on this screen to include a payment with your return.
7. Select the **Save** button located on the menu bar.
8. Select the **License Type** button at the bottom of the *Taxpayer Maintenance* screen. **Note**: The *License Type* can only be added, updated and deleted from the *Taxpayer Maintenance* screen. If the **License Type** button is grayed out select the **Save** button from the menu bar.
9. Select the **Add** button to add a license type for the taxpayer you have added. **Note**: If you cannot view the entire screen, you must change your screen size to 1024 x 768 pixels.
10. Choose a *License Type***.**
11. Enter the *Beginning Date* of the license using YYYY/MM format. **Note**: The beginning date cannot be prior to January 1, 2004.
12. Select the **OK** button **.**
13. Select the **OK** button and close the *Taxpayer Maintenance* screen.
14. Continue to chapter *IV How to Add or Maintenance Other Party Information*.

IV. How to Add or Maintenance Other Party Information

This chapter provides instructions for adding Other Party information to the EDI software. This data will be used to complete return schedules when reporting transactions.

❖ *Adding an Other Party*

1. Select the **Other Party** button .**Note**: New users will be prompted to add their first *Other Party*.
2. Select the **Insert** button which will create a new line.
3. Enter the *Name* of the *Other Party*.
4. Enter the *Taxpayer Number* or *Signed Statement Number*.
5. Select **Type** of *Other Party* from the drop down.
6. Select **Save** button and close the window. **Note**: To import *Other Party's* from prior versions of the software see *Import Other Party Data* topic in the software help.

❖ *Updating an Other Party*

1. Select the **Other Party** button .
2. Edit the *Other Party Name*. **Note**: Only the name may be changed on an *Other Party* record.
3. Select the **Save** button on the menu bar.

❖ *Deleting an Other Party*

Other Parties cannot be deleted if they have been used in a return.

1. Select the **Other Party** button .
2. Select the taxpayer you would like to delete.
3. Select on the **Delete** button .
4. Click **Yes** when asked '`Are you sure you want to delete Other Party?`'.
5. Click **Ok** on the *Record Deleted* box.
6. Continue to chapter *V How to Add or Maintenance a Bulk Plant*.

V. How to Add or Maintenance a Bulk Plant

This chapter provides instructions for adding Bulk Plants to your EDI software. This data will be used to complete return schedules when reporting transactions.

❖ *Adding a new Bulk Plant*

1. Select the **Bulk Plant** button: . **Note**: New users will be promted to enter their first Bulk Plant.
2. Select the **Insert/Add** button which will create a new line.
3. Enter the *Bulk Plant Name*, *Address*, *City*, *State*, *Zip* and *Country*.
4. Select the **Save** button on the menu bar.

❖ *Updating a Bulk Plant*

1. Select the **Bulk Plant** button: .
2. Change the *Bulk Plant Name, Address, City, State, or Zip.*
3. Select the **Save** button on the menu bar.

❖ *Deleting a Bulk Plant*

1. Select the **Bulk Plant** button: .
2. Select the taxpayer you would like to delete.
3. Select on the **Delete** button .
4. Click **Yes** ‘`Are you sure you want to delete Other Party?`’.
5. Click **Ok** on the *Record Deleted* window.

Once you have completed this chapter, continue to chapter *VI How to Create a Return.*

VI. How to Create a Return

This chapter provides instructions for creating a new return in the EDI software. This is where return and schedule data is entered.

1. Select the **Report** button **.** **Note**: If you file for multiple taxpayers, highlight the taxpayer you want to file the return and select.
2. Select the drop down arrow next to the new **Report Type** button .
3. Select **Gasoline** button **, Diesel** button or **Motor Fuel Transporter** button .
4. Enter the *Period/Month* (YYYYMM*)*. **Note**: The filing period cannot be before 01/01/2014 or later than current filing period.
5. Select **Tab.**
6. Select the **Taxpayer ID** from the drop down**.**
7. Select the **Save** button on the menu bar.
8. Continue to chapter *VII How to Enter Return Schedule Information.*

VII. How to Enter Return Schedule Information

This chapter provides instructions for the manual entry of schedule information. Information can also be imported using the appropriate Excel template. There is a separate template for each schedule type. Refer to the *Help Screens* in the software.

1. Enter your tax report information by clicking on the **Schedule** buttons. **Note**: If your schedule buttons are grayed out, select the **Save** button .
2. Once the schedule has opened select the **Insert** button which will create a new line.
3. Select the drop-down arrow on *Seller*, *Purchaser* or *Transporter* to select **Other Party** for the transaction you are reporting.
4. Select the drop-down arrows to select the *Product Type, Exempt Type, Mode, Origin, Bulk Plant Information,* and *Destination.*
5. Enter *Date Removed*. **Note**: Leave blank if entering a "SUM" transaction
6. Enter the *Shipping Document Number* from the *Bill of Lading*. **Note**: Type in "SUM" if combining several transactions that occurred during the filing month.
7. Enter *Terminal Control Number* if applicable. **Note**: Bulk plant address fields are used only when the fuel is removed from a bulk plant instead of a terminal. See the *Bulk Plant Maintenance* screen to set up addresses.
8. Enter *Invoiced Gallons.*
9. Click **Ok** to return to the report.
10. Continue to the chapter *VIII How to Enter Penalties and Payments.*

VIII. How to Enter Penalties and Payments

This chapter provides instructions for entering penalties and payment that you would like to include with the EDI return. The EFT payment date or settlement date is the date on which you want the funds withdrawn from your bank account. To receive your allowance for handling discount, the EFT payment date must be no later than the due date of the report, and the report payment file must be transmitted by 2:30pm (CT) on the business day before the due date. Please refer to the due date chart for EFT payment in the Texnet Booklet.

1. Enter *EFT Payment Amount* and *Settlement Date* information in *the EFT Payment Amount*, and *EFT Payment Date* fields. **Note:** If you are not able to enter data in these fields, go to the *Taxpayer Profile Information* screen and add bank information.
2. Select the **Save** button on the menu bar.
3. Close the *Report Summary Information* window.
4. Continue to the next chapter, *How to Save a Return to Send-Processing.*

IX. How to Save a Return to Send-Processing

This chapter provides instructions for saving (processing) a return to send to the Comptroller's office. Warning! You are not finished until you receive a confirmation email from the Comptroller's office validating your return has been accepted. See chapter *X1 Transmitting a Production File.*

1. Once you have entered all report and schedule information check your totals and close the Report Summary Information window.
2. Select the **Process** button . This will open the *Report Processing* screen.
3. Select the return to be processed. When selected the return will be blue.
4. Select the **Process** button.**Note**: If EFT payment has been entered, you will see a *Processing Payment Verification* window, showing the payment information. If everything is correct, select the **Yes** button**.** If you need to change the information, select the **No** button and return to the *Report Summary* page to make your changes.
5. The *Select EDI File* box will appear, with a highlighted system-generated file name of mYYMMn#.txt (YY represents the year, MM the month and # the number of returns processed for that period*)*.If this a quarterly filer, the *Select EDI File* box will appear, with a highlighted system-generated file name of mYYQn#.txt (YY represents the year, Q the quarter and # the number of returns processed for that period*)* **Note**: You can change the name of the file. The file must remain a Text Document (.txt) file type.
6. Select the **Save** button**.**
7. The following message will appear: "`EDI file saved as`"…and the location the file was saved. The location the file is saved is based on your operating system.
   - Windows Vista, 7, and 8 saves in *C:\ProgramData\TexasCPA\Motorfuels5.*
   - Windows XP saves in *C:\Documents and Settings\All Users\TexasCPA\Motorfuels5*
8. Select the **OK** button**.**
9. Continue to chapter *XI Transmitting a Production File.* **Note**: If this is your first time filing a return electronically, please go to chapter *X Transmitting a Test File.*

X. Combined Processed Returns Into a Single File-Enveloping.

In order to upload more than one EDI file at a time you can put a group of processed returns together. This process is called enveloping. This feature is optional. You may upload individual file.

1. Select on the **Process** button . This will open the *Report Processing* screen.
2. Select **Processed** in the *Data Filter* line.
3. Highlight all returns you want to envelope by holding down the **Control** key on your keyboard and selecting on each file to be enveloped.
4. Select the **Envelope** button**.**
5. Select **Save** on the *Select Envelope EDI* file box.
6. Select the **OK** button. The file name will appear in the Envelope Filename column.
7. Continue to the next chapter *XI How to Transmit a Production File to the Comptroller's Office* or chapter *X How to Register and Enroll to File EDI Returns.*

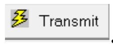
XI. How to Transmit a Production File to the Comptroller's Office

This chapter covers transmitting a Production file. A Production file may only be submitted after you register and enrolled to file electronically through EDI.

1. Select **Process** button in the software. This will open the *Report Processing* screen.
2. Select **Transmit** . Your web browser will open to the *Electronic Data Interchange Website.*
3. Select **Yes**, **login** . If you have not already registered please see the chapter *X How to Register and Enroll to File EDI Returns.*
4. Enter *Taxpayer Number* and *Personal Identification Number (PIN)***.**
5. Select **Motor Fuel** as tax type.
6. Select the **Continue** button**.**
7. Select the **Continue** button if taxpayer information is correct.
8. Select the **Production File** radio button.
9. Select the **Continue** button.
10. Select the **Browse** button.
11. Navigate to the return that was processed previously**.** The default location the file is located is based on your operating system.
    - Windows Vista, 7, and 8 saves in *C:\ProgramData\TexasCPA\Motorfuels5*
    - Windows XP saves in *C:\Documents and Settings\All Users\TexasCPA\Motorfuels5*
12. Select the **Open** button.
13. Select the **Submit** button.
14. Record your confirmation number on the *Report Processing* screen*.* A confirmation email will be sent with details of Pass/Fail status of the file:
    - **Pass** – No action required.
    - Fail – Read the attachment, correct errors, and resubmit the file.

XII. How to Register and Enroll to File EDI Returns

This chapter provides instructions for registering and enrolling for EDI filing. To receive approval to file electronically an initial test return must be submitted for each taxpayer you are filing for. After processing your return and creating the EDI file follow the instructions below. *Warning!* Submitting a Test file is not considered submission of your return/payment. You must upload a Production file for a return to process to your account. See *chapter* XI How to Transmit a Production File to the Comptroller's Office.

1. Select **Transmit** button 

. Your browser will open to the Electronic Data Interchange Website.
2. Select the **No, register** button**.**
3. Select the **Continue** button**.**
4. Enter data in the following fields:
   - Taxpayer Number
   - Tax Type
   - WebFile Number.
   - Contact Last Name
   - Contact First Name
   - Daytime Telephone
   - E-mail Address ***Note***: Confirmation emails will be sent to this email address.
5. Select Continue.
6. Enter an alpha-numeric *Personal Identification Number (PIN)* from 8 to 13 characters in length.
7. Re-enter your *PIN* for verification.
8. Select the **Continue** button. The *Client Information* screen will appear.
9. Enter the *11 digit taxpayer number* and *WebFile number* for the taxpayer you are submitting a test file for. **Note**: Your WebFile Number starts with RT and is followed with six digits. This can be located on the top left corner of the preprinted returns sent to your mailing address.
10. Select **Add.**
11. Select **Continue. Note**: If you are testing for more than one account, you must add the additional taxpayer numbers and WebFile numbers.
12. The *Test File Upload* dialogue box will appear. Select **Browse**.
13. Navigate to the return that was processed previously. The location the file is located is based on your operating system.
    - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5
    - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Motorfuels5
14. Select **Submit .**Your confirmation number will appear on the *Test Upload Confirmation Page.*
    - Fail: Read the attachment, correct errors and resubmit file
    - ***Pass***: No action required
15. Select Exit Note: You must log back in once you have received the email indicating your Test file has passed status.
16. Check your email for a confirmation of enrollment. The status must say "Passed"

XIII. How to Amend a Return

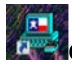
This chapter provides instructions for amending returns. An amended return correct data previously submitted on previous returns. Note: An amended return does not affect payments. Only make a payment for the additional amount owed due to your amended return. If the amended return results in a credit a refund will be generated.

1. Select the **Report**  button.
2. Double click the return that needs to be amended. **Note**: Only previously processed returns can be amended.
3. The *Return Summary Information* screen will display.
4. Select the **Amend** button. A message window will pop up that says "`The amendment process was successful. You are now editing the amended report.`".
5. Select the **OK** button on the window notifying you that the amendment process was successful.
6. Enter changes to the report and schedules.
7. Select the **Save** button.
8. Close the *Report window*.
9. The return is now ready to be processed and uploaded.
10. Continue to chapter *IX How to Save a Return to Send-Processing.*

XIV. How to Transfer Information in Software to a New Computer

This chapter provides instructions to transfer the information entered in the Motor Fuels software from one computer to another computer. This chapter's covers upgrading a database form a prior version of the software and moving a database.

❖ Upgrading Before Moving a Database

1. Download and install Motor Fuels version 5.1 on both computers using the instructions from chapter *II How to Download and Install Motor Fuels Software.*
2. Double click on the **Motor Fuels ETF** button on your desktop.
3. Continue to the next chapter *Moving a Database***.** If you are unable to upgrade please email etf.cpa@cpa.texas.gov for further assistance.

❖ Moving a Database:

1. Close the Motor Fuels EDI software on both computers.
2. Locate your database. The file name is **motorfuels5.db**. **Note**: If you do not see the extensions types look at the file type. The file type should be DB file or Database file.
   - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5
   - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Motorfuels5
3. Locate your archived databases*:* **Note**: This step is only for those that use the archive functionality.
   - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5\archive
   - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Motorfuels5\archive
4. Copy all databases from the archive folder and Motorfuels5 folder
5. Transfer the databases to correct folder for the new computer.
   - Current Database
     - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5
     - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Motorfuels5
   - Archive Database
     - Windows Vista, 7, and 8 saves in C:\ProgramData\TexasCPA\Motorfuels5\archive
     - Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Motorfuels5\archive
6. Open the Motor Fuels 5.1 software on your new computer.
7. Review the software for the data that existed in your old computer.

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Electronic Reporting Section
1-800-442-3453
http://www.comptroller.texas.gov/taxinfo/etf/etfs_motor.html
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